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SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 34-801**

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**30TH SPACE WING  
Supplement 1**

**30 DECEMBER 1998**

**Services**

**YOUTH PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 34-8, Air Force Youth Activities Programs. It details the requirements for planning and implementing youth programs. Waivers to this instruction may be granted only by USAF/SVP.

This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by 10 U.S.C 8013. System of Records F215 AF DPA applies.

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**(30SW) AFI 34-801, 25 July 1994, is supplemented as follows:**

**This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. Forms affected by the Privacy Act will have an appropriate Privacy Act Statement or one will be provided upon request. The authority to collect and or maintain the records prescribed in this publication are Title 10, United States Code (U.S.C.) 8012 EO 9397. System of Records F215 AF DPA applies.**

**The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management—Developing and Processing Forms*, affects this publication.**

***SUMMARY OF REVISIONS***

This is the initial publication of AFI 34-801, substantially revising AFR 215-23. It outlines new requirements for the activities that must be offered in youth programs, requires compliance with the Air Force Youth Sports Manual, Air Force School Age Standards, and establishes training requirements for youth program staff.

**(30SW)** The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

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## Chapter 1

### PROGRAM PURPOSE AND REQUIREMENTS

**1.1. Purpose.** Youth programs help active duty military personnel and DoD civilians perform their duties more effectively with less concern for the well-being of their children. Such programs provide opportunities for youths to develop their physical, social, emotional, and cognitive abilities and to experience achievement, leadership, enjoyment, friendship, and recognition. Offer before and after school programs and all-day camps during school vacations and summer holidays to assist working parents. Youth Programs are Morale, Welfare and Recreation, Category B, Basic Community Support, Activities that are primarily supported from a combination of nonappropriated funds (NAF), generated from fees and charges, and appropriated funds (APF). Refer to AFI 65-106 for guidance on APF support for youth programs.

#### **1.2. Program Requirements.**

1.2.1. Provide a wide range of activities based on the needs and interests of the entire youth community. Include boys and girls, children of all ability levels and financial conditions, and children living both on and off base.

1.2.2. Conduct an annual needs assessment to collect input from youths and active duty military and DoD civilian parents. Use this information to plan the program. Determine the base's need for school-age child care by using the approved Air Force formula (See Attachment 5, AFI 34-701, Child Development Programs).

1.2.3. Use corporate standards to help manage the program.

1.2.4. At every opportunity, offer activities in conjunction with other agencies and organizations on or off the base.

1.2.5. No one area of activities should dominate the program.

1.2.6. To ensure continuity in youth programs offered from base to base, offer a comprehensive program which includes the following types of activities:

- Youth Activities: self-directed recreation, team sports, social and special events, expressive arts, trips and excursions, cultural activities, individual sports and fitness, clubs and special interest activities, outdoor activities, and community service opportunities.
- Youth Support: youth employment services, homework/tutoring assistance, peer support and counseling, life skills development, leadership development, education on health and other special issues, referrals to other agencies, special olympics and other special needs programs, youth/parent activities, youth transition and relocation assistance.
- School Age Programs: before and after school care, school holiday camps and special interest camps, full day summer camps, referral/coordination to family day care homes serving school age children, and part-day preschools

**1.3. Schedules.** To inform youth and parents of planned activities:

- Post a daily schedule in the youth center.
- Publish or distribute monthly schedules.

- Provide children and parents with a yearly schedule of major events when the child registers and families arrive on the base.

**1.4. Youth Sports Program.** Implement the youth sports program according to the Air Force Youth Sports Manual.

**1.5. School Age Programs.** Provide programs for supervision of children before and after school, on school holidays, and during summer vacations. These programs must comply with the DoD and Air Force School Age Care Standards and the Air Force School Age Care Manual.

**1.6. Youth Transition Programs.** Offer programs, in coordination with other base agencies, to help youths adjust to the challenges of military life, including:

- Transfers.
- Exercises.
- Inspections.
- Deployments, or other loss of the active duty parent.
- Conflicts and wars.
- Contact youths recently assigned to the base with information on the programs offered.
- During deployments, offer special youth programs to assist the remaining parent with family responsibilities.

**1.7. Part-Day Preschools.** Part-day preschools for children ages 3 to 5 years must operate according to AFI 34-701.

**1.8. Program Assessment.** Conduct an assessment of the youth program each fiscal year. Involve youth and parents in this assessment.

**1.9. Program Eligibility.** Limit participation in youth programs to youths up to 18 years old.

Give priority in school age programs to children of employed active duty or DoD civilians. See AFI 34-101 for eligibility and priority.

1.9.1. You may serve youth if their parents:

- Are on active duty.
- Are civilian DoD personnel.
- Are otherwise eligible for use of Services facilities.

**1.9.2. Age Requirements.**

- Allow children 5 years and under to participate in only those activities organized specifically for their age group, such as, part-day preschool, classes, special events, and lessons.
- Require that children 6 to - 8 years old be accompanied by a parent or sibling over 16 years old unless they are participating in an activity that includes continuous supervision by an adult.
- Do not allow married or active duty military to participate.

**1.10. Program Enrollment.**

- Require a completed Air Force Form 88, **Youth Program Application**, for each child participating in a youth program except for one-time events that include direct parental supervision.
- Permit youths with an approved Youth Program Application to bring guests to youth program functions if the guests meet the basic age criteria.
- Use AF Form 1181, **Youth Flight Program Patron Registration**, for each child enrolled in any type of school-age child care program, such as, before and after school programs and full-day summer camp. Use DD Form 2652, **Application for Department of Defense Child Care Fees**, when determining child care fees for school-age programs.

**1.10. (30SW) Youth sports participants are required to complete 30 SW Form 4, Youth Sports Registration, in order to be eligible to participate.****1.11. Parent and Community Involvement.****1.11.1. Involve parents, community members, and youths in the various youth program activities:**

- **Youth Advisory Committee.** Have a youth advisory group composed of youth which meets formally or informally to provide input on program activities. Establish separate committees for each major age group if desired. If you have only one youth advisory group, it must have representatives from each age group.
- **Youth Sports Committee.** Establish a youth sports committee to assist in conducting the sports program. The committee may generate and provide funds and other resources to support the youth sports program.
- **Fund-raising.**

**1.11.2. Notify parents of any disciplinary problems that cannot be resolved by discussion with the youth. Notify parents immediately of any accident or allegation of child abuse or neglect involving their child. Document the notification in writing.**

## Chapter 2

### OPERATING REQUIREMENTS

#### 2.1. Operating Instructions (OIs). Issue OIs on:

- Emergency procedures for accidents and injuries.
- Fire prevention and evacuation.
- Child abuse prevention and reporting.
- Facility usage.
- Fees and refunds.
- Discipline.
- Health and safety requirements.
- Rules of conduct for youths and adults.

#### 2.2. Youth Program Hours of Operation.

2.2.1. Make the youth center available for supervised self-directed activities and structured programs.

2.2.2. Post the hours of operation. Establish separate hours for self-directed activities for each age group.

2.2.3. Do not permit children under age 9 to participate in self-directed activities unless the activities are part of a school- age program (before and after school or day camp program) or a parent or sibling over 16 years is present.

2.2.4. Do not allow self-directed activities for preteens beyond 1900 on school nights.

2.2.5. Do not allow youth to stay in the youth center for more than six consecutive hours for self-directed recreation.

##### EXCEPTIONS:

- Case by case as the squadron commander authorizes it.
- When the child is enrolled in a full-day school-age care program. (Limit the hours of care to 10 hours per day.

**2.2.6. Youth Left At the Program.** If a child under 16 does not have transportation when a center closes or within 30 minutes after an activity ends, contact the parents or the emergency contact person on the child's AF Form 88. If these people are not available, contact the security police for help in locating the parents or finding temporary placement for the youth.

#### 2.3. Records.

**2.3.1. Incidents.** Use AF Form 1187, **Youth Flight Accident Report**, to record incidents in the school-age program. Use AF Form 1055, **Youth Flight Medication Permission**, to record any medications administered. Record injuries requiring medical attention on AF Form 1023, **Youth Flight Record of Injuries**.

**2.3.2. Daily Attendance.** Maintain daily attendance for all programs on AF Form 2043, **Recreation Daily Attendance and Program Record**. Record the number of parents participating in each activity. Forward this information yearly to AF/SVP as part of the **Annual Youth Activities Report**, RCS:HAF-SVP(A)9453.

**2.3.3. Volunteer Registration.** Use AF Form 2040, **Services Volunteer Personal Data**, to register volunteers who work in the youth program. Keep this form on file for each volunteer, including coaches. Use this form or a general purpose form to gather information and record participation of volunteers and parents.

2.3.3.1. All volunteers must sign a statement declaring that they have never been arrested for or convicted of a crime involving a child.

2.3.3.2. Attach this statement to each volunteer's personal data form.

**2.4. Notification about Accidents and Abuse.** Report accidents that result in the death or hospitalization of a child and allegations of child abuse or neglect by an employee or volunteer. Notify the major command, AFSVA/SVPAC, and AF/SVP by telephone or fax within 24 hours of the event. You must also report any incident of suspected child abuse or neglect to the Family Advocacy Office.

**2.5. Required Reports.** Youth programs must submit AF Form 92, **Annual Youth Activities Report**, RCS:HAF-SVP(A)9453) to AF/SVP and AFSVA/SVPAC by 1 December each year. This report is designated emergency status code C-3. Continue reporting during emergency conditions, delayed precedence.

**2.6. Publicity and Promotion.** Tell youths and their parents about youth program activities by publishing a program brochure, using a marquee, and making frequent presentations about the youth program to base units, private organizations, and other agencies.

**2.7. Supervising Youth.** Ensure supervision for children and youths participating in youth programs for their protection and well-being. A staff member, contractor, specified volunteer, or parent volunteer must be present during any activity. Don't leave youths under the supervision of volunteers, summer hires, or trainees under 18 years of age. Two adults must be present at all times when youths are present indoors or outdoors or unless the area is being monitored by closed-circuit surveillance.

**2.7.1. Required Adult-to-Child Ratios.** Maintain these ratios of adults (including staff, volunteers, or parents) to children during group activities at all times:

- For children under 6, or school age care programs, no more than 12 children per adult.
- For children 6 through 10, no more than 15 children per adult.
- For children 11 through 15, no more than 20 children per adult.
- For youths 16 through 18, no more than 25 youths per adult.

**2.8. Guidance and Discipline.** Have written policies that require using positive guidance. Prohibit physical or negative methods of discipline. Follow policies that help youths develop self-control, self-esteem, and respect for the rights and property of others. Do not delegate discipline to older youth.

**2.8.1. Unacceptable Methods of Discipline.** Do not permit:

- Spanking, slapping, hitting, pinching, shaking, and other physical punishment.



- Verbal abuse, threats, or derogatory remarks about youths or their families.
- Bindings, tying, or placing in a confined space.
- Withholding or forcing food or liquids.

**2.8.2. Acceptable Discipline.** Use these techniques to provide positive guidance:

- Talking with the youth.
- Helping the youth negotiate to resolve conflicts.
- Temporarily removing the youth from the situation.
- Limiting the youth's participation in activities.

**2.8.3. Rules of Conduct for Youths and Adults.** Post rules of conduct for youths and parents. Establish and follow written procedures for temporary and permanent suspension of youths who do not follow the written code of conduct. Restrict from youth program functions those adults who do not conduct themselves as positive role models for youth.

**2.9. Liability Insurance.** The youth program may not purchase public liability insurance, or products, or coverage from a commercial insurance carrier, except as required by the laws of a foreign country or by directive of the Air Force.

**2.9.1. Liability Insurance for Contractors.** Require personal service contractors to provide proof of personal liability insurance before establishing a contract for providing high-risk services, such as, but not limited to gymnastics, wrestling, and karate instruction. If the contractor cannot obtain personal liability insurance, the contract must include an acknowledgment of personal liability signed by the contractor and the contractor's signed agreement to compensate the Government for any expenditures necessary because of the contractor's conduct and activities.

**2.9.2. Liability Insurance for Volunteers.** Inform volunteers in writing that they should purchase personal liability insurance for their own protection. All sports volunteer coaches must be certified and must carry personal liability insurance if it is offered as part of that certification.

## Chapter 3

### FUNDING

**3.1. External Agency Support.** Seek funds from the Combined Federal Campaign, the United Way, and other charitable organizations. Youth programs serving meals and snacks as part of school age programs must enroll in the US Department of Agriculture Child and Adult Food Program, where available.

#### **3.2. Generating Income:**

- Conduct fund-raising activities in accordance with Air Force policies.
- Deposit all funds earned and collected by youth programs and donations made specifically for youth programs in the Morale, Welfare, and Recreation Fund.
- Expend contributions donated for youth programs for youth activities.
- Set activity fees to generate sufficient income to cover the nonappropriated funds (NAF) costs of activities. EXCEPTION: Youth support activities (Reference [1.2.5](#)).
- Conduct competitive sports programs so they are self-sustaining.

##### **3.2.1. Fees.**

- Youth programs may charge an annual registration fee.
- Generally charge fees "per child." Don't reduce fees for families with more than one child if the change increases the fees for families with one child.
- Fees for school-age programs should be comparable to fees charged by the child development program for similar hours of service. Fees may be based on total family income.
- Do not give discounts for staff members' children.
- Make those who have not paid the annual registration fee pay higher fees for individual activities.

**3.2.2. Vending Machines.** The support group commander must approve contracted vending machines.

- Use them only if the Army and Air Force Exchange Service (AAFES) cannot provide them in a timely manner.
- Comply with the policies of the Vending Facility Program for the Blind on Air Force Property.

##### **3.2.3. Amusement Machines.**

- The program may contract for amusement machines as a means of generating income. Don't permit machines that feature cash or other payouts.
- Don't use space for amusement machines if that is needed to provide programs for children of employed parents.

##### **3.2.4. Commercial Sponsorship.**

- Allow youth programs to participate in commercial sponsorship initiatives in accordance with AF policies.
- Don't accept sponsorship from companies that produce, sell as their primary product, or are identified with alcohol or tobacco products.

**3.3. Authorized Support:** The youth program may accept support from other base agencies to reduce the cost of the youth services.

**3.3.1. Commissary and Troop Issue Privileges.** School age child care programs may purchase food supplies (meal and snacks) with appropriated funds if serving a meal or snack is a necessary and integral part of the program.

**3.3.2. Exchange Privileges.** The youth program may purchase equipment and supplies from the exchange with nonappropriated funds.

**3.3.3. Transportation.** Youth programs may use military vehicles.

**3.3.4. Custodial Services.** Youth programs may use appropriated funds for custodial service. Include custodial support for programs in the base's custodial contract.

**3.4. Private Organization Youth Programs.** Private organization youth programs may not receive any direct NAF support.

3.4.1. NAFs may be used to pay entry fees, charter fees, and other expenses for SV-sponsored teams or groups (but not individuals) to join local Little Leagues, Scouts, 4-H Clubs, Campfire Girls, or other organizations that offer activities not available in the youth program.

3.4.2. EXCEPTION: Don't use NAFs for a group's participation if it interferes with or limits the SV squadron's essential command control and supervision of the group.

## Chapter 4

### FACILITIES

**4.1. Youth Program Authorized Facilities.** Each major base with a youth population may build or designate a building as its youth center (category code 740-883). The center may include support areas such as:

- Outdoor playgrounds and playing fields.
- Indoor space for physical fitness activities.
- Space for the school-age care program and part-day preschool.
- Activity rooms for classes, clubs and special events
- Kitchen facilities

**4.1.1. Use of Youth Program Facilities.**

- The youth director must approve all use of youth program facilities, including outdoor areas.
- Official youth program functions have priority over other programs for using youth program facilities.
- Don't allow loitering inside or outside youth facilities.

**4.2. Safety.** Maintain indoor and outdoor facilities and equipment to ensure the children's safety.

**4.2.1. Inspections.** Have the base safety office inspect youth program facilities and outdoor areas each year. Have an individual certified by the safety office perform safety inspections each month. Monitor the facilities daily for safety hazards prior to use by youths.

**4.2.2. Safety and Health Conditions:**

- Maintain an indoor temperature of 68 to 85 degrees Fahrenheit.
- Provide enough space to prevent crowding and reduce the potential for accidents.
- Provide water, toilet facilities, and a telephone in every indoor facility used for youth programs.
- Use closed circuit television equipment to supervise areas that cannot be seen from the central reception area or program offices except for toilets and other areas requiring privacy.

**4.3. Supplies and Equipment.**

- Provide a variety of safe equipment.
- Use Tables of Allowance (TAs) 410 and 501 to purchase equipment. TAs 410 and 501 grant authority to substitute for similar items from the General Services Administration.
- Purchase only youth sports protection equipment approved by the applicable approving authority.
- Keep equipment controlled, in serviceable condition, inventoried, and stored properly when not in use.

## Chapter 5

### HEALTH AND SAFETY

**5.1. General Safety.** Provide a safe environment. Train staff and volunteers to conduct activities in a safe manner. Have first aid supplies (adhesive bandages, gauze, surgical bandages and tape) available in all youth program facilities. Clean superficial wounds with soap and water only, and then protect them with bandages. Follow required procedures for handling body fluids.

**5.2. Protection from Disease and Injury.** Protect youths from illness and injury. Do not allow youths with contagious diseases to participate in youth program activities during the period when the disease could be transmitted to others. If special needs youth participate, which includes HIV participants, modify the program, as necessary, to protect their health and safety. Contact the parents of youth who become ill or injured during youth program activities. Don't allow youths with broken bones or other serious injuries to participate in physical activities without a physician's approval.

**5.3. Medical Care:**

- Take youths who develop a serious illness or injury while attending a youth program to a medical facility. Take children of DoD civilians to a civilian facility unless the child's life is in danger.
- Administer medication only with the daily written approval of the child's parents. Only administer medications prescribed by a physician. Use AF Form 1055, **Youth Medication Permission**, to record parent directions. Do not give non-prescription drugs.

**5.4. High-Risk Activities.**

- Exercise extreme care in conducting high risk activities, such as, gymnastics, martial arts, swimming, canoeing, wrestling, or other activities requiring considerable physical skill.
- Offer these activities only when an adult specifically trained in teaching and supervising them is present. The instructor must also know the appropriate lifesaving procedures the activity may require. Keep proof of such qualifications on file in the youth center. Do not use trampolines in the youth program.

**5.5. Child Abuse and Neglect.** Take measures to protect children from child abuse and neglect. The youth director should establish a working relationship with the family advocacy office. Report any suspected child abuse or neglect in writing to the youth support flight chief and the family advocacy office. Train all staff and regular volunteers annually in identifying, preventing, and reporting child abuse. Operate youth programs in accordance with the AF Manual Prevention of Child Abuse and Neglect in Air Force Youth Programs.

**5.6. Fire Protection.** Maintain youth program facilities in a fire-safe condition and correct fire hazards. Rooms used for before-and after-school programs and for part-day preschool must meet the NFPA Life Safety Code 101 for educational facilities. Rooms used for short-term child care must meet the standards of the Life Safety Code for day care centers. All other areas are to meet the requirements for assembly occupancy as stated in the Life Safety Code.

5.6.1. Have a fire drill at least once every three months. If the facility is used for school age programs or part-day preschool, conduct a fire drill each month.

5.6.2. Train all staff in fire prevention procedures and how to evacuate the building in a fire or other emergency.

**5.7. Food Service.** Provide meals and/or snacks to youths who are present during mealtimes for before-and after-school or full-day care. Follow these guidelines:

- Prepare and serve food in accordance with AFI 48-116, Food Safety Program. Persons who handle, process, prepare, or serve unsealed food or drink must have food-handler cards.
- Vending machines or snack bars, if any, must provide some items that meet USDA Child and Adult Food Program (USDA CAFAP) requirements.
- Meals and snacks served to children in school-age care programs must meet USDA CAFAP requirements.
- Food resale operations may not use APFs.
- School age programs that do not charge for meals and snacks may use APFs.

**5.8. Smoking, Alcohol, and Use of Drugs.** Do not permit the use of alcohol, illegal drugs, or tobacco products in any youth program facility or its outdoor areas. Do not allow them at any function sponsored by or for the youth program or at any other facility that conducts youth program activities. Do not allow anyone under the influence of alcohol or illegal drugs to attend or supervise any youth programs. Adults providing transportation to youths must not consume alcohol or use illegal drugs.

**5.8.1. Consequences for Use of Tobacco, Alcohol, or Illegal Drugs.** The installation commander may suspend the participation of youths or adults who use alcohol, illegal drugs, or tobacco products in youth program facilities or at youth program functions.

**5.9. Transporting Youth.** Use vehicles safely. Any vehicle used by the youth program must be registered, inspected, and maintained as required by state or Air Force requirements. Government vehicles used for transporting youth must have fire extinguisher and first aid kits. Vehicles must be clean and free of obstructions on the floors and seats. Parents must sign a permission form before a private or government vehicle is used to transport their child.

5.9.1. Requirements for Those Driving Vehicles.

5.9.1.1. All persons transporting children or youths must hold a valid operator's license for the state or country.

5.9.1.2. Obtain the driving record of any employee who will transport youths. Do not allow individuals with any negative information on their driving record to transport youths.

5.9.1.3. Two adults must accompany any group transported off the base. When youth are transported the youth director or a designee must record in advance the names of the driver and passengers, the destination, the time of departure, and the expected time of return.

## Chapter 6

### STAFFING

**6.1. Personnel.** Staff the program with qualified and trained regular and variable schedule employees and volunteers who will contribute to a positive environment for youth.

**6.1.1. Staff Scheduling.** Youth program staff, including the director, must work an uncommon tour of duty including evenings, school holidays, and weekends. Make program requirements and the need for qualified supervision the prime factors in determining staff schedules. A person at the GS-5 level or the NAF equivalent must be present whenever the youth center is used by youth.

#### 6.2. Screening.

- Select staff members and volunteers based on their ability to serve as role models.
- Screen all permanent and temporary employees (current and new) according to the requirements outlined in DoDI 1402.5, Criminal History Background Checks. Also follow these guidelines:
- APF employees must have an IRC, SCHR, and NACI.
- NAF employees must have an IRC, SCHR, and NAC.
- All specified volunteers must have an IRC.
- All contract personnel must have the same screening as NAF employees.

**6.2.1. Restrictions.** Do not permit adults or older youths under investigation for child abuse or neglect or with a record of substantiated abuse to work in the program either as employees or volunteers. Do not allow such persons at any youth program activities, including those in other facilities.

**6.2.2. Student Screening.** Screen college and high school interns in the same manner as volunteers. If they are employed by a contractor, follow the screening guidelines for contractor employees.

**6.2.3. Child Abuse Prevention in Private Organizations.** Have private organizations screen their employees and specified volunteers in accordance with DoDI 1402.5. All volunteers from private organizations must sign a statement indicating that they have not been arrested for or convicted of child abuse or neglect. All such private organizations that receive any base support, including the use of base facilities, must provide annual training for their staff and volunteers on child abuse identification, reporting, and prevention.

**6.3. Staff and Volunteer Training.** Train staff and volunteers working in youth programs to perform their responsibilities.

**6.3.1. Coaches.** Require volunteer coaches to complete a coaching certification program within 60 days of beginning their duties.

**6.3.2. Contractors and Contractor Employees.** Provide contractors and contractor employees with written instructions on general youth program policies, including:

- Safety requirements.
- Basic first aid.
- Fire prevention.
- Acceptable and unacceptable discipline.

- Child abuse identification, reporting, and prevention procedures.

**6.3.3. Monitor Adults.** Monitor all staff, volunteers, and contractor employees regularly.

**6.3.4. Training and Certification.**

- Provide all regular and variable schedule staff with 12 hours of training annually, including training on:
  - Child abuse identification, reporting, and prevention.
  - Acceptable and unacceptable discipline.
  - Safety requirements.
  - Fire prevention.
- See that youth directors receive a total of 40 hours training per year, including training on the subjects other staff must have.
- All youth program staff must have 20 hours of training a year and current certification in first aid and cardiopulmonary resuscitation (CPR).

**6.3.5. Students.** Students employed over 80 hours a year must have the same training as youth program employees.

**6.3.6. Staff and Volunteer Training.** Train staff and volunteers working in youth programs to perform their responsibilities.

**6.3.7. Coaches.** Require volunteer coaches to complete a coaching certification program within 60 days of beginning their duties.

**6.3.8. Contract Employees.** Provide contract employees with written instruction on general youth program policies, including:

- Safety requirements.
- Basic first aid.
- Fire prevention.
- Acceptable and unacceptable discipline.
- Child abuse identification, reporting, and prevention procedures.

**6.4. (Added-30SW) Forms Prescribed: 30 SW Form 4, Youth Sports Registration.**

NORMAND G. LEZY, Brig General, USAF  
Director of Morale, Welfare, Recreation, and Services



## Attachment 1

## GLOSSARY OF TERMS

*Terms*

**Amusement Machines.**—Coin-operated mechanical or electronic recreation machines without a cash or other payout feature (video games, pinball machines, and so on).

**Before-School and After-School or School-Age Programs.**—Structured programs for children ages 6 to 12 that provide supervision for them while their parents are working. These programs, also called latch-key programs, care for children before school, after school, before and after school, during school holidays, and during summer vacations.

**Child Abuse and Neglect.**—Physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or other maltreatment of a child. The term encompasses acts of abuse and omissions of proper care on the part of a responsible person.

**Competitive Activities.**—Events that enable youths to demonstrate their skills and abilities and compare them to their previous performance and that of others. A competitive activity should incorporate a skill-development program conducted by a qualified instructor. Such activities may include team and individual sports, contests, shows, debates, and tournaments.

**Contractor.**—An individual or entity that provides youth program services under a contract.

**Contractor Employee.**—An individual employed by a contractor to provide youth program services.

**Cultural Events.**—Opportunities for youths to develop an appreciation of the fine arts and an increased understanding of the world's cultural groups and countries in the world.

**Day Camps.**—Supervised activities offered to children and youths during school holidays. Day camps may last all day or for only a few hours and may run for a few days or for one or more weeks. They are sometimes held outdoors, with the youth center as their home base. Some day camps focus on special activities or skills, such as, reading, computer use, or soccer.

**Defense Clearance and Investigations Index (DCII)**—The central DoD record of investigative files and adjudicative actions such as clearances and access determinations, revocations, and denials concerning military, civilian, and contract personnel.

**Family Activities.**—Activities involving the participation of youths and one or more of their family members (parent-child tournaments, family contests, family awareness seminars, etc.).

**Fitness Activities.**—Events designed to educate youths about health and fitness, help them increase their fitness levels and encourage them to develop life-time fitness skills (fitness challenges, fitness clinics, nutrition and cooking activities, instruction in individual sports, special fitness events).

**Fund-Raising Activities.**—Opportunities for youths to help obtain funds for the youth program. These activities may also be conducted by parents or volunteers in behalf of a youth program.

**Installations Records Check (IRC)**—A check of installation records for an individual's identified residences for the preceding 2 years. This check covers, at a minimum, all police files (base/military police, security offices, or criminal investigations or local law enforcement agencies), Drug and Alcohol Program files, Family Housing files, Medical Treatment Facility for Family Advocacy Program files

(including Service Central Registry records and mental health records), and any other organization's files as appropriate, and to the extent permitted by law.

**Instructional Classes.**—Sessions designed to teach and develop skills and abilities in desirable activities. Classes should be scheduled to reach the largest possible audience, including weekly classes and one-time clinics.

**Outdoor Activities.**—Experiences that allow youths to participate in recreational, educational, and social activities in an outdoor environment. These activities are offered to help youths develop an appreciation of environmental resources as well as to expand the range of the youth program's activities. Outdoor activities may include tours of recreational sites, camping, hiking, gardening, environmental programs, and events coordinated with adult outdoor education activities.

**Parent Advisory Committee.**—A committee composed of parents whose children attend Air Force youth programs. The committee acts in an advisory capacity, providing recommendations for improving services. The committee should meet periodically with the staff of the youth program.

**Part-day Preschool.**—A regularly scheduled, facility based activity and education program for children 3 to 5 years of age that lasts 4 hours or fewer per day.

**Private Organization.**—A non governmental entity authorized by the Air Force or the Department of Defense to perform services with youths on Air Force property, as defined in DoD Instruction 1000.15. Examples include Scouts and Campfire Girls.

**Programs for Special Needs Children and Youth.**—Programs designed to permit participation of special needs children and youths in activities with other youths. These programs may include adapted lessons and contests, and handicapped awareness activities.

**School Age Children.**—Children ages 6 through 12, attending kindergarten through sixth grade, enrolled in a school age care program.

**School Age Care.**—Programs, such as, before-school and after-school programs, full-day summer camps, and summer holiday camps designed to help the working parents of children ages 5 through 12.

**Self-directed Activities.**—Activities for youths that require minimal supervision and involvement by adults. Such activities may include listening to music, watching television, playing table games, reading, and doing homework.

**Social Activities.**—Opportunities for youths to enjoy the companionship of others of the same or a similar age group in a positive, relaxed atmosphere. These activities may include dances, parties, holiday observances, festivals, heritage celebrations, or field trips.

**Special Interest Activities.**—Opportunities for youths to develop special skills and hobbies and to relate to others with similar interests through participation in clubs, groups, and special events.

**Special Needs Child or Youth.**—A child or youth who has a physical or mental impairment that substantially limits one or more major life activities, or who has a record of such an impairment, or who meets the definition of a handicapped person in DoD Directive 1020.1.

**Specified Volunteer.**—A volunteer who performs voluntary youth services that the base commander decides requires an installation records check (IRC) due to the nature of the work the volunteer will perform.

**Staff-to-Child Ratio.**—The number of children one staff member may be responsible for or supervise.

**State Criminal History Repository (SCHR)**—A state's central record of criminal files.

**Supervision.**—Temporary responsibility for children participating in a youth program. Supervision also includes the temporary or permanent authority to exercise direction and control over a staff member or volunteer whose required background checks have been initiated but not completed.

**Teen Clubs.**—Groups which meet formally or informally to assist in planning youth program activities for their age group. These groups will usually include preteens (grades 1-5), junior teens (grades 6-9), and senior teens (grades 10-12). In this instruction this term applies to all three age levels.

**Temporary Employees.**—Includes non status appointments to a competitive service position for a specified period, not to exceed one year, summer hires, student interns, and NAFI flexible-category employees.

**Volunteer Activities.**—Activities where individuals offer unpaid assistance. Examples of activities for which individuals may volunteer include youth sports, social events, scouting, part-day preschool, and contests.

**Volunteers.**—Individuals who offer unpaid program assistance.

**Youth Program Facilities.**—The buildings and facilities, such as, the youth center, used for youth programs. Examples include ball fields, soccer fields, skating rinks, rooms in the DoDDS school or public school, swimming pools, and other spaces used for youth programs. These facilities may be operated by Services or loaned for use by youth programs.

**Youth Programs.**—Air Force-sponsored activities, events, services, opportunities, assistance, and information campaigns designed to meet the recreational, developmental, social, psychological, and cultural needs of eligible children and youths.

**Attachment 2****WHAT PEOPLE DO**

**A2.1.** The SAF/MI provides guidance, direction, and oversight in formulating, reviewing, and executing the plans, policies, programs, and budgets relative to youth programs

**A2.2.** The SAF/FMP establishes APF policies for operating youth programs. Refer to AFI 65-106 for funding guidance.

**A2.3.** The HQ USAF/SV establishes policies and direction for Air Force youth programs.

**A2.4.** The HQ USAF/SVP:

- Establishes policy directives and instructions for Air Force youth programs.
- Solicits resources for Air Force youth programs.
- Monitors compliance of youth programs with policies.
- Serves as the liaison with the Department of Defense Office of Family Policy and other Federal or national, state, and local agencies.
- Ensures Air Force youth programs are effectively and efficiently operated.

**A2.5.** The HQ Air Force Services Agency (AFSVA).

- Assesses the need for and conducts training for youth program personnel.
- Develops and provides technical guidance and procedures for youth programs.
- Reviews NAF youth program construction projects.
- Designs and conducts tests of innovative youth programs.
- Obtains and distributes written and other resources.
- Plans and conducts Air-Force wide youth program events.

**A2.6.** The Major Commands (MAJCOM)

- Provide technical guidance and support to command youth programs
- Conduct training for command youth program personnel
- Review NAF youth program project designs.
- Solicit and budget command resources for command youth programs.

**A2.7.** Installation commanders:

- Establish youth programs.
- Ensure that programs are available to support employed parents of children 6 to 12 years old.
- Ensure sufficient resources to make youth programs affordable to all youth.
- Encourage the active involvement of parents and volunteers in Air Force youth programs.

**A2.8.** Squadron commanders:

- Ensure that youth programs operate in compliance with Air Force policy directives and standards.
- Protect NAF and APF resources for youth programs.
- Process contributions and donations from charitable and community organizations.
- Plan and seek funding for facilities to support the youth program.

**A2.9. The Youth Support Flight Chief:**

- Ensures that the youth program offers a variety of activities and services to meet the needs of active duty and DoD civilian families.
- Ensures that youth programs coordinate with other services for children and publicize their services.
- Acts as liaison and cooperates with other base agencies providing services for youths.
- Serves as a member of the child advocacy committee at the request of the family advocacy office.
- Promotes the active involvement of parents and volunteers in youth programs.
- Reviews for the base commanders the constitutions and bylaws of on-base youth-oriented private organizations and ensures that the activities they offer integrate well with the base youth program.
- Plans and conducts recognition programs for parents and volunteers.

**A2.10. The Youth Director:**

- Plans and implements a variety of youth programs.
- Conducts orientation and training for staff, parents, and volunteers participating in the youth program.
- Ensures that youth program equipment and facilities remain attractive, clean, and safe from neglect.
- Manages the use of resources (funds, supplies, personnel, facilities) allocated for youth programs.
- Communicates with parents about their children and the activities offered.